



HEALTHY LAND. CLEAN WATER. VIBRANT COMMUNITY.

**JOB TITLE:** Watershed Project Coordinator

**OFFICE LOCATION:** Waitsfield, VT

**ABOUT FRIENDS OF THE MAD RIVER:** Friends of the Mad River (FMR) is a member-supported, nonprofit organization, founded in 1990. FMR is dedicated to stewarding the Mad River Valley's healthy land and clean water for our community and for future generations. We build diverse partnerships of neighbors, businesses, towns, and other organizations to restore and enhance the watershed's valued resources. Together, we learn about the health of the land and water; conserve our natural resources; and celebrate this special place. Our work is grounded in sound science, inclusive education and engagement, and thoughtful action.

**POSITION OVERVIEW:** FMR is seeking a Watershed Project Coordinator to join our team. This position will play a critical role as FMR makes significant investments in the development and implementation of in-the-ground projects aimed at a healthier watershed. As a small organization, we are looking for a self-starter who is motivated to quickly learn the ins and outs of a wide range of project types. Success in this role will come from a combination of flexibility, skilled time management, and a collaborative spirit.

The Watershed Project Coordinator will have a core focus on scoping, development, partnership-management, and implementation of projects. However, as a member of our small team, they will wear many hats and support efforts on private landowner engagement, education and outreach, fundraising & grant management, and local & regional planning.

## **SCOPE OF WORK & RESPONSIBILITIES:**

The Watershed Project Coordinator will work closely with the Executive Director to meet the following needs of FMR. The distribution and independence of these roles will largely depend on the experience of the selected candidate.

### *Project Management*

The Watershed Project Coordinator will play an active role in and eventually lead the management of a variety of watershed project types. Day to day work managing projects will run the gamut from directly planting trees to running budget review meetings with partner organizations. Project types include;

- Riparian buffer plantings
- Floodplain & wetland restoration
- In-stream restoration
- Aquatic organism passage
- Stormwater master planning
- Small-scale stormwater & ecological resilience best management
- Invasive and nuisance plant management

### *Community Engagement*

Engaging the public and local partners are key steps in the successful development and implementation of watershed projects. The Watershed Project Coordinator will participate in our one-on-one private landowner outreach programs, attend public meetings, table at events, and support general communications efforts. A project is not completed until its story and value have been effectively communicated to key audiences.

### *Administrative & Organizational*

The Watershed Project Coordinator will have significant administrative responsibilities directly associated with project management. The following activities will be supported by multiple FMR staff;

- Secure and oversee grant funding, deliverable tracking, and reporting
- Develop effective project management systems

- Participate in board meetings
- Develop project status report templates
- Manage partner contracts & billing

#### **DESIRED QUALIFICATIONS:**

Candidates from diverse backgrounds who believe they can succeed in this role are encouraged to apply, even if they do not meet all the listed qualifications.

- Relevant degree or significant coursework related to ecological restoration, watershed planning, or aquatic habitats
- 1-3 years of professional experience coordinating environmental projects.
- Familiarity with watershed projects, relevant funding sources, key partners, permits, and contractors
- Knowledge of Vermont ecosystems and specific familiarity with rivers & streams, fish & wildlife habitat, wetlands, hydrology, and natural history
- Ability to communicate complex ideas clearly, both verbally and in writing
- Ability to build trust with community members, including local landowners and municipal staff and leaders
- Comfort moving between the office and the field
- Ability to engage in physically demanding activities like tree planting, outdoors and in inclement weather.
- Familiarity with ArcGIS and geographic data, spatial tools, and topographic maps
- Ability to understand and interpret engineering designs
- A strong willingness to seek additional expertise and perspective when faced with challenging circumstances
- Flexibility and a commitment to growth within a small, agile, community-supported non-profit
- Demonstrated time management and organizational skills
- Ability to work independently and as a part of multiple small teams

- Commitment to bringing principles of justice, equity, inclusion, diversity, & belonging to all aspects of work. Willingness to participate in related training and professional development activities.
- Availability to travel, primarily throughout the Mad River watershed (valid driver's license and dependable transportation required)

#### **POSITION SPECIFICS:**

- **Equal Opportunity:** We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, sexual orientation, national origin, disability, creed, ancestry or any other status protected by state or local law. We seek a diverse pool of applicants for this position.
- **Duration:** This is a full-time temporary position. The position is funded by grants for up to two years. Continuation of the role is contingent on developing and securing funding for projects associated with aquatic habitat, flood resilience, and clean water.
- **Supervision:** This position is supervised by the Executive Director.
- **Location:** Work is conducted in the Mad River Valley towns of Waitsfield, Warren, Fayston, Moretown, & Duxbury. Significant field work and in-person meetings will be required. The majority of administrative responsibilities can be completed remotely.

#### **TOTAL COMPENSATION:**

- Salary Range: \$52,000 to \$55,000
- Benefits: Paid sick leave; paid vacation & holidays; retirement plan; mileage reimbursement; HSA contribution; professional development

#### **HOW TO APPLY:**

- Please email cover letter and resume, with contact information for 3 references, in a single PDF document to Ira Shadis at [info@friendsofthemadriver.org](mailto:info@friendsofthemadriver.org) with "Watershed Project Coordinator position" in the subject line.

- Applications will be treated in a confidential manner and considered on a rolling basis, with applications due no later than midnight EST February 28<sup>th</sup>, 2025. **Early applications are encouraged.**